



राजपत्र, हिमाचल प्रदेश (असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, बुधवार 11 अगस्त, 2004/20 अगस्त, 1926

हिमाचल प्रदेश सरकार

HIMACHAL PRADESH FINANCIAL CORPORATION

NOTIFICATION

No. HPFC/.....—In exercise of the power conferred by Section 43 of the State Financial Corporation Act, 1951 (LXIII of 1951), the Board of Directors of the Himachal Pradesh Financial Corporation after consultation with the Small Industries Development Bank of India and with the previous sanction of the State Government is pleased to make the following Expenditure Regulations, namely:—

HIMACHAL PRADESH FINANCIAL CORPORATION EXPENDITURE REGULATIONS

1. Short title.—These Regulations shall be known as the Himachal Pradesh Financial Corporation Expenditure Regulations.

2. Definitions.—In these Regulations:—

- (a) the "Act" means of the State Financial Corporations Act, 1951 (LXIII of 1951);
- (b) "General Regulations" means the Himachal Pradesh Financial Corporation General Regulations;

- (c) "Corporation" means the Himachal Pradesh Financial Corporation. "Board" and "Executive Committee" shall have the meaning, respectively, assigned to them in the State Financial Corporations Act;
- (d) "Year" shall mean the financial year, *i. e.* the year ending 31st March;
- (e) "Managing Director" shall mean Managing Director appointed by the State Government under section 10-F of the State Financial Corporations Act, 1951 and shall include any director or Officer who is authorised by the State Government to exercise the powers and functions of the Managing Director during the temporary absence of Managing Director;
- (f) "Authorised Officer" shall be an officer authorised by the Managing Director to exercise the powers under these regulations.
- (g) Other terms have the meanings respectively assigned to them in the Act.

3. Powers conferred by other Regulations not effected.—Nothing in these Regulations shall limit or derogate from any powers conferred on or delegated to, Managing Director by or under the General Regulations or other Regulations, nor shall anything herein apply to the granting of loans or advances, subscribing to debentures, the underwriting of the issue of stocks, shares, bonds or debentures or expenditure incurred in connection therewith or incidental these to or to the doing of any other act which is done or is required to be done in the prescribed manner by or under the provisions of the Act or by any specific Regulation made or to be made thereunder.

4. Overall control of the Managing Director over Authorised Officer.—The exercise of powers delegated to any Officer so authorised by Managing Director under these Regulations shall be subject to such general or special orders as may be issued to him by the Managing Director from time to time.

5. Passing Officer to satisfy himself regarding reasonableness of claims and proper maintenance of record.—Before authorising the payment of any bill or claim, the authority empowered to pass the bill or claim shall satisfy itself that the bill or claim is reasonable, and in the case of bill or claim for any article (of dead stock, stationery or stores) purchased for the Corporation that the necessary steps have been, or will be, taken to keep a proper record in respect thereof.

6. Prior verification and passing of bills essential.—No payment may be made on behalf of the Corporation, unless the relative bill or claim in respect thereof has been duly verified and has been passed for payment by an authority competent to incur the expenditures under these Regulations.

7. When tenders and quotations may not be called for making purchases.—(1) Except in the circumstances mentioned in clause (a) or (b) of this Regulations, no articles of dead stock, stationery or stores involving a total expenditure of more than Rupees two thousand five hundred at any one instance, may be purchased on behalf of the Corporation unless tenders and/or quotations therefore have been called from at least two approved firms of suppliers:—

- (a) where the supply is obtained from a Government institution or from contractors approved by the State Government of supply of such articles as approved rates; or
- (b) where articles are required urgently and delay will cause serious inconvenience or dislocation of work, if the purpose thereof is deferred until after the tenders and/or quotations have been called and examined.

(2) The reasons for making purchases without inviting tenders and/or quotations shall be recorded in writing in every case.

8. Exercise of powers during the absence of authorised officer.—The power exercisable under these regulations by the authorised officer may, in his absence, be exercised by such other officer as may be authorised in this behalf by the Managing Director

9. Establishment Account.—(1) The expenditure under the following heads of Establishment Account may be incurred; by officer, authorised by Managing Director, as and when claims become payable provided that the payments are admissible under the Rules/Regulations of service or terms of appointment of the officers or other employees concerned:—

- (a) Pay.
- (b) Contributions to Provident Fund.
- (c) Leave Salary Contributions.
- (d) Compensatory Allowance.

Provided further that any other allowance and also overtime allowance under the sub-head Compensatory Allowance, as determined by the Board and on the scales prescribed, may be paid with the specific approval of the Managing Director in each case.

(2) *Gratuity and Compassionate Payments.*—All expenditure under this head requires the specific approval of the Managing Director.

(3) *Medical fees.*—(I) All expenditure under this head shall be incurred with the specific approval of the Managing Director.

(ii) The terms on which a medical officer may be engaged for the Corporation shall require the approval of the Executive Committee.

10. General Charges Accounts.—(1) *Directors' Fees and Expenses.*—Directors' fees and other expenses may be paid by the authorised officer:—

- (a) in the case of fees in accordance with the provisions of the General Regulations;
- (b) in the case of other expenses on such scale as may be authorised by the Board from time to time.

(2) *Auditors' Fees and Expenses.*—Auditors' fees and other expenses may be paid by the authorised officer on such scale as may be fixed by the State Government/Managing Director under section 37 of the Act.

(3) *Law Charges.*—Except such monthly retaining fees as may be payable to a legal advisor, standing counsel of the Corporation under the terms of his/their appointment previously approved by the Executive Committee, all expenditure under this head shall ordinarily require the specific prior approval of the Executive Committee or the Board, but in cases of urgency and emergency the Managing Director may incur any such expenditure and report his action in that behalf to the Executive Committee or the Board at its next meeting for *ex post facto* sanction.

(4) *Rent, Taxes, Insurance, Lighting, etc.*—(i) *Rent, rates and taxes* : The authorised officer may pay:—

- (a) the rent of the premises or other property, leased to the Corporation in accordance with the terms of the relative leases or agreement which have received the sanction of the Board;
- (b) rates and taxes on the scale applicable to the property involved, on presentation of the relative bills; and

(c) such other rates, and taxes as may be levied by the State or Central Government or any other authority at any time or from time to time

(ii) *Insurance.*—(a) Premia on insurance policies taken to insure the Corporation's premises and their contents against loss or damage by fire and/or earth quake may be paid by the Authorised Officer as and when they fall due provided that the taking out of such policies has been approved by the Executive Committee or the Board of the Corporation.

(b) Premia on travel and other policies taken for the benefit of the officer and other employees may be paid by the Authorised Officer in accordance with the respective Rules/Regulations of service of the officers or other employees concerned.

(c) Any expenditure not covered by clauses (a) and (b) of this sub-regulation requires the specific sanction of the Managing Director.

(iii) *Electric Charges.*—Bills in respect of electricity consumed in the office of the Corporation may be paid by the Authorised Officer who shall, however, be responsible to see that an effective check is maintained to avoid wastage of current, and to keep the expenditure under this sub-head as low as possible.

(5) *Postage, Telegrams and Telephones.*—Expenditure under this head, which must be kept as low as possible may be authorised by the Authorised Officer as and when necessary, provided further that the approval of the Executive Committee shall also be required before a telephone line or connection is installed at the office or at the residence of any of the officers of the Corporation.

(6) *Printing, Stationery and Stores.*—(a) This sub-head is debited with freight, packing and forwarding charges, sales tax, octroi duty, etc., on articles of stationery and stores as these charges cannot conveniently be allocated among individual articles separately. The charges incurred on the printing of an article are also debited directly to this sub-head when these can not be appropriately added to the cost of an article. In addition, this sub-head is debited annually with the cost of all articles of stationery and stores consumed during the accounting year by transfer credit to stationery and Stores Accounts.

(b) The payment of freight, packing and forwarding charges, sales tax, octroi duty, etc., only article of stationery and stores requires the sanction of the officer authorised to purchase the article under sub-regulation (2) of Regulation 11.

(c) Printing charge debitable to this sub-head may be incurred by the Authorised Officer when the amount involved in any one case does not exceed Rupees two thousand five hundred, and by the Managing Director in other cases.

(d) The annual transfer from stationery and stores account to this sub-head shall be effected by the authorised officer in accordance with such general or special instructions as may be issued by the Managing Director.

(7) *Depreciation and Repairs to Corporation's Property.*—(a) Depreciation on Corporation's property: Depreciation on the Corporation's property on the scales laid down by the Executive Committee may be effected by the Authorised Officer by adjustment between the Dead Stock Account and the General Charges Account in accordance with such general or special instructions as may be issued by the Managing Director.

(b) *Repairs to Corporation's Property/Premises.*—(i) Expenditure under this sub-head upto a sum of Rs. 2,500/- may be incurred by the authorised officer at any one instance.

(ii) Expenditure above Rs. 5,000/- at any one instance may be sanctioned by the Managing Director.

(8) *Banks and Agency Charges.*—Any commission, exchange or other charges payable to any bank or other agent of the Corporation in terms of any arrangement or agreement approved by the Executive Committee or to the post office on account of money order commission may be paid by the Authorised officer but all other expenditure debitable to this head shall require the approval of the Managing Director.

(9) *Miscellaneous.*—(a) Books and Newspapers: (i) Subscription may be paid to debit of this sub-head by the Authorised Officer for the supply of (a) a copy each of the official gazettes of the Central Government and the State Government and (b) daily and weekly financial papers of repute as well as any other periodical approved by the Managing Director.

(ii) Expenditure upto a sum of Rs. 20,000/- in any one financial year may be incurred by the Managing Director on the purchase of books, market reports, or other publications on law, banking, economics or finance on other subjects for the benefit of the Corporation and its staff.

(iii) All additional expenditure under this sub-head requires the sanction of the Executive Committee.

(b) *Uniforms.*—(i) Subject to the provision of sub-clause (ii) and (iii) all expenditure under this sub-head requires the specific sanction of the Managing Director in each case.

(ii) The article of uniform shall be supplied to an employee after completion of probationary period.

(iii) An article of summer uniform will not be allowed to be replaced unless it has been in use for at least a period of one year, and an article of winter uniform will not be allowed to be replaced unless it has been in use for a period of at least two years.

(c) *Advertisements.*—All expenditure under this sub-head requires the specific sanction of the Managing Director in each case.

(d) *Travelling and Halting Expenses.*—Payment may be made under this sub-head by the Authorised Officer in accordance with the respective Rules/Regulations or service of the officers or other employees concerned, provided that all travelling and halting allowance bills of the Authorised Officer are approved by the Managing Director or any another officer so authorised by him before they are passed for payment; provided further that all travelling and halting allowance bills of the Managing Director may be paid in conformity with the terms and conditions of his appointment.

(e) *Not enumerated.*—Any expenditure which is not properly debitable to any other head shall be classified as Miscellaneous Not Enumerated and may be authorised as follows:—

By the authorised officer upto Rs. 2500/- in one month and beyond Rs. 2500/- by the Managing Director.

11. *Stationery and Stores.*—(1) Every effort must be made to see that the expenditure under this head is kept at a minimum and that there is no wastage, pilferage or unauthorised use of the Corporation's stationery and Stores.

(2) Subject to the provisions of the foregoing sub-regulation, expenditure under this head may be incurred by the Authorised Officer upto the limit of Rs. 2500/- in one month. Any

expenditure above the aforesaid limit of Rs. 2500/- shall require the sanction of the Managing Director in each case.

(3) Loose Leaf Ledgers, patent binders, etc., must not be introduced without the specific approval of the Managing Director in each case.

12. Dead Stock Account.—(1) Premises.—(a) The purchase, sale and leasing of all premises require the specific sanction of the Board in each case.

(b) Expenditure of a capital nature on additions and alterations to the Corporation's premises may be incurred with the specific sanction of the Board.

(ii) *Electric Installation and Equipment.*—(a) Expenditure upto a total sum of Rs.10,000/- may be authorised by the Managing Director under this sub-head in any one financial year.

Expenditure in excess of Rs. 10,000/- in any one financial year requires the approval of the Executive Committee.

- (iii) Furniture
- (iv) Safes, Cabinets, Padlocks, etc.
- (v) Typewriters, Duplicating Machine
- (vi) Bicycles
- (vii) Miscellaneous

Expenditure under these sub-heads may be incurred by the Managing Director.

as and when required, but the details of all such expenditure shall be reported to the Executive Committee after the end of each quarter in which the expenditure is incurred.

13. Maintenance.—Maintenance and service contracts in respect of the following items or any charges in the terms thereof shall require the sanction of the Managing Director, but the recurring charges arising out of such contracts may be paid by the Authorised Officer as and when they fall due:—

- (1) Corporation's building, including leased/rented premises;
- (2) Electric Installations, etc.;
- (3) Sanitary and Plumbing installations; and
- (4) Machines (Accounting Machines, Typewriters, Computer, FAX, EPABX etc.)
- (5) Vehicles.

By order of the Board of the Himachal Pradesh Financial Corporation

PREM KUMAR,
Managing Director.